How to use the online abstract submission system for the 2020 ICEC

Submission Deadlines: 15 June 2020 for all submission types

GENERAL INFORMATION

- Abstracts are required for all workshop, symposium, oral and poster submissions. Projects that are in-progress may be submitted for a poster only. All oral abstract submissions must include outcomes.
- Submissions may be amended at any time before the deadline (15 June 2020, but workshop submissions received by 6 April will be given first consideration). All completed submissions will be automatically submitted for review on the day of the deadline.
- Tip: Write your abstract in a Word document which you can cut and paste into the fields for final submission.
- All accepted abstracts will be published in a special edition of the Journal of Cancer Education, which will be available online only to all conference attendees and JCE subscribers on the JCE webpage.
- If you need help with your abstract submission because you are a first-time submitter or you are having trouble fitting your abstract into the abstract criteria, aligning your abstract with the conference theme, or for any other reason, contact us at info@attendicec.org by 8 June 2020 to request an Abstract Mentor to help you with your submission.

THE SUBMISSION PROCESS

- If you submitted an abstract to ICEC between 2015 and 2019, use the same login information that you used for those submissions. You will not need to make a new account; just update your profile information after you login. Use the “Reset Password” link if you cannot remember your login information. If you did not submit an abstract to ICEC 2015–2019, click on the “Create a Profile” button on the home page of the abstract submission system to get started. If you are submitting more than one abstract, use the same login for all abstracts.
  - When you have prepared your abstract, log into the submission system with your e-mail address and password: https://www.xcdsystem.com/ICEC/abstract/index.cfm?ID=2j1Em6A
- Please read the instructions on the screen carefully. To submit a new abstract you should click the link that says “Click here to start.”
- Some questions are marked “required” with a red asterisk (*); you will not be able to complete your submission until these questions have been answered. If you want to start your abstract now and save it later, you must put something into the required fields (such as "filler") before you can save it, and then you can edit the submission to complete it any time before the abstract submission deadline.
- Abstract content and the presentation focus should be original (not previously published or presented at a prior ICEC unless there is new data or information to consider).
- If an author submits more than one abstract as first author, that individual may present only one as an oral presentation. Any other accepted abstract in which an author is first author must be presented by another author listed on the abstract or may be presented as a poster.
- Multiple submissions from the same institution must be focused on different projects.
- Abstract titles should be succinct (not longer than 25 words) and describe the content of the abstract submission. Capitalize the first letter of the title and do not include a period at the end. Do not include the names of authors in the title or text of your abstract.
- Write the name of any scientific symbols in full, for example “beta” instead of β. Scientific symbols may not appear correctly in the abstract book.
- Tables and images are not accepted.
• You will be asked to confirm that the presenting author will register to attend the conference and will pay the appropriate registration fees.

• Once you have completed your submission, your abstract will be assigned a reference number and you will receive an e-mail confirmation.

• After submitting your abstract, you will be asked to add your co-authors. If you use a middle initial in your name on publications, please include your middle initial in the “First Name” field in the author section (e.g., “John M.”). In addition, countries in the affiliation section are listed following the standards of the United Nations.

• Co-authors may be selected from among other registered users or added as new contacts. All co-authors will receive an email notifying them that they have been added to the abstract. They will be provided with login information so that they may access the abstract as well in view-only mode.

### For Symposium/Panel Submissions:

A symposium/panel should follow these requirements:

- A Symposium/Panel is a 90-minute session that includes 3-5 speakers/presentations that have been coordinated ahead of time by an organizer so that all abstracts should be considered together, as opposed to oral presentations that are arranged in 90-minute sessions by the Planning Committee based on their abstract topics.

- A designated Symposium/Panel organizer should first submit a Symposium/Panel Overview submission, which will specify the Symposium/Panel title, a brief description (2-3 sentences) of the overall symposium/panel, and details on how many abstracts will be submitted as part of the symposium along with those abstracts’ approximate titles/topics and tentative authors.

- After submitting the above-mentioned Symposium/Panel Overview, the organizer will be assigned an abstract ID number. The organizer must then provide this number to the presenting authors who will be submitting abstracts under the symposium along with the overall symposium title - each author will need to identify the symposium of which their abstract is part. **If the organizer is also a symposium/panel presenter, they will need to submit their individual abstract in addition to the overview (as described in the following bullet).**

- Presenting authors should then submit their individual abstracts, following all of the other guidelines in this document, as a Symposium/Panel Participating Abstract submission. The presenting authors will be asked to provide the abstract ID number for the Symposium/Panel Overview submission along with the symposium/panel title and organizer name, in addition to all of the other standard abstract questions.

• All authors will need the following information in order to complete your abstract:
  - Abstract title (25 word maximum)
  - If the abstract is Research in Cancer Education or Practices in Cancer Education
  - Abstract text (300 word maximum), organized as one of the following:
    
    **A. Workshop Abstracts:** Pre-conference workshops are 90 minutes long and have between 5 and 30 attendees. Our goal is for the workshop experience to provide training to support participants with the tools and resources to implement the skill in their workplaces. Your abstract should include the following sections:
    
    ▪ Purpose (description of problem or challenge the workshop will examine) – **max 75 words**
    ▪ Rationale (for the training the workshop will offer) – **max 75 words**
    ▪ Methods and Content (with attention given to how the workshop will engage participants in active learning and skill-building) – **max 150 words**

    **B. Research in Cancer Education**
    
    ▪ Background/Purpose – **max 50 words**
    ▪ Methods – **max 100 words**
    ▪ Results/Findings – **max 100 words**
    ▪ Discussion – **max 50 words**
B. Practices in Cancer Education

- Background/Purpose – max 75 words
- Description – max 75 words
- Evaluation – max 100 words
- Impact/Application – max 50 words

- How the abstract relates to the conference theme of “Using Cancer Education to Address Social Determinants of Health” or to cancer education in general. See the conference website and Criteria for Research and Practices abstracts for a definition of social determinants of health. (50 word maximum)

- Learning objectives related to your abstract (at least 3 for workshops; at least 1 for oral or poster presentations), using the format, “The participant will be able to….” Use SMART objectives: Specific, Measurable, Attainable, Relevant, and Time-Limited. Use verbs from Bloom’s Taxonomy to begin your objectives. For example, “Identify at least two barriers to the dissemination of cancer education to an underserved population” rather than “Understand the difficulties of providing cancer education to an underserved population.” (100 word maximum)

- References from professional literature (at least 4 for workshops; at least 2 for oral or poster presentations), 2015 or later and authored by someone other than you, that are in support of or related to your abstract. (100 word maximum)

- Names, institutions, locations, email addresses and phone numbers of all authors on the abstract.

- The focal area(s) of the abstract, selected from among the following:
  - Social and Economic Conditions: Cancer education programs and research concerned with understanding and addressing conditions that occur in society and affect levels of health and wellness. These conditions may manifest through race/ethnicity, gender identification, sexual orientation, socioeconomic status, age, education, financial resources, occupation, geographic location, and immigration status. Topics relevant to the category of social and economic conditions include access to education, financial resources, employment, social support, language, and health literacy for effective cancer communication.
  - Global Cancer Education and International Collaboration: Cancer education programs and research that incorporates aspects of physical and social environments, social, and cultural factors that influence cancer outcomes among global populations.
  - Health Disparities and Health Equity among Underserved Populations: Cancer education programs and research that focuses on disparities in screening, prevalence of disease, health outcomes, or access to health care with special consideration of populations that may differ according to race, ethnicity, sexual orientation, gender identification, socioeconomic status, age, geographic location, and immigration status.
  - Culture: Cancer education programs and research concerned with understanding and addressing the customary beliefs, social norms, attitudes or perceptions, values, and practices shared among populations that influence cancer outcomes. Topics relevant to this category include religion/spirituality, societal values, racism and/or discrimination that may be experienced among patients and family members throughout the cancer trajectory.
  - Technologies and Multimedia: Cancer education programs and research concerned with developing, implementing, and evaluating creative and innovative multimedia solutions to cancer education, including social media integration, e-learning modules, and more. Topics relevant to this focal area include disparities in access to technology as well as use of technology to reduce health disparities, improve health literacy, and collect data relevant to social determinants of health.
  - Cancer Survivorship: Cancer education programs and research that aim to educate diverse healthcare providers and educators on cancer survivorship issues among patients and family members in healthcare settings, homes, communities, and places of worship.
  - Physical and Social Environmental Conditions: Cancer education programs and research concerned with understanding and addressing aspects of natural and social environments that influence levels of health and wellness. Topics relevant to this category might include the natural
environment, exposure to toxic substances or cancer causative agents, social capital, social network, quality health care, housing, and access to affordable transportation.

- Details about any multimedia that will be required for your presentation
- The presenting author’s biography and CV (the bio will be pasted into a text box; the CV will be uploaded as a PDF or Word document): The biography should be three to four sentences written exactly the way you would like it read for your introduction and printed in the conference program. Your biography is limited to 150 words. Please read your biography aloud once it is written to ensure it can be effortlessly delivered by the session moderator.
- Information to disclose the commercial interests or associations of every author on the abstract.

**ABSTRACT REVIEW CRITERIA**

The goal of the Abstract Review Committee is to select abstracts that will advance scholarship in the diverse field of cancer education. All members of the Abstract Review Committee review and evaluate the submissions using a defined abstract evaluation criteria.

- Abstracts will be scored based on the following criteria:
  - **Quality of each section**
  - **Relation to conference theme**
  - **Appropriateness of the selected presentation format**
  - **Appropriateness of the focal area(s)**

- **Research**:
  - Is the abstract title clear and relate to the abstract text?
  - Is the research question/aim clear and reasonable?
  - Is the study based on a theoretical framework?
  - Is the evaluation/methodology appropriate to answer the question?
  - Are the results clearly stated and relevant to the study?
  - Are the conclusions supported by the data?
  - Are the findings stated with clear implications for advancing cancer education?
  - Are the objectives clearly stated and measurable?

- **Practices**:
  - Is the abstract title clear and relate to the abstract text?
  - Is the goal of the project clearly stated?
  - Are the project goals objectives clearly stated?
  - Is the needs assessment or rationale clear appropriate and supportive of the program?
  - Is a clear description of the practice, program or project provided?
  - Does the practice, program or project address the problem/learning gap?
  - Do the evaluation measures reflect the intended objectives?
  - Are the evaluation results stated with clear implications for advancing cancer education?

- All abstracts will also be reviewed by at least one nurse to ensure it meets the requirements for continuing education for nurses as determined by the American Nurses Credentialing Center (ANCC). [Click here to see the questions that a nurse reviewer will have to answer regarding your abstract.](#)
AMENDING A SUBMISSION
(You may make changes to your submission(s) at any time up to the submission deadline: 15 June 2020.)

● Log in to the system. At the bottom of the screen, you will see your abstract(s) listed. Click the "Update Abstract" button for the abstract you wish to amend.

● Amending an abstract is the same as the original submission process except that the online form will be automatically filled in with your previous answers. You do not have to change an answer unless it is incorrect. Press the "Update Abstract" button at the bottom of the screen when you are finished making changes.

WITHDRAWING A SUBMISSION

If you wish to withdraw your submission, please contact the ICEC Headquarters office at info@attendicec.org with the title and reference number of your abstract.